

How to Roster Bill MaineCare for Flu Vaccines

- 1) Download the [Roster Bill Form](#)
- 2) Complete the roster in Excel. Please complete all fields for each patient. If data is missing for a patient, the administration fee will not be paid.
- 3) Please include in the file the User ID: “flu_123456789”, substituting your MaineCare Provider ID for the “123456789”. (Note for schools: please use special the MaineCare Provider ID# that was assigned to you for flu vaccinations.)
- 4) Log on to MaineCare’s FTP site: mom01.secure.maine.gov Log on to the site using your MaineCare Provider ID# . The password is Password1. After you log on, you will be prompted to change the password.
- 5) For SFTP, SSH file transfer protocol Port 22. SFTP is preferred. For FTPS, protocol ftp over explicit tls/ssl Port 21 Secondary ports must be in the range 65000-65020.
- 6) If your file is not accepted for any reason, MaineCare will send an e-mail to the address listed in the roster header. You do not need to call to confirm MaineCare has received your roster.

Please do not send the roster as an attachment to an e-mail. It will not enter the processing system unless it is received via the FTP site.

MaineCare will verify each person’s coverage before paying the fees. **Fees will be paid only for members who have full benefit coverage on the date of service.**

Payment of the vaccine administration fees will be included in your regular check or EFT. However, the Remittance Advice Statement (RA) will not show the list of vaccine patients. Separately, MaineCare will send you a list of patients who were not eligible for MaineCare coverage for the date of service and for whom fees were denied.

Special billing notes:

- ✓ Please send your roster bills once a month, rather than several times during a month.
- ✓ Please consolidate your monthly submission into one file.
- ✓ Before listing a MaineCare member on your roster bill, please confirm that no other provider will be billing for the vaccine administration fee and no other insurer will receive a claim for the service.

If you have questions, feel free to contact MaineCare Billing & Information at 1-800-321-5557 Option #8.